

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
JULY 19, 1993

CALL TO ORDER The Regular Meeting of the Placentia Library District Board of Trustees was called to order on July 19, 1993, at 7:37 P.M. by President Peggy Dinsmore.

ROLL CALL **Members Present:** President Peggy Dinsmore; Trustees Al Shkoler and Fred West; and Library Director Elizabeth Minter.

Members Absent: Secretary Sandra Stark; and Trustee Ray Evans.

Others Present: Assistant Library Director Sal Addotta, Administrative Assistant Charlene Dumitru; and Placentia Resident Frank Callaghan.

ADOPTION OF AGENDA Library Director Minter requested that the Agenda be modified for the addition of Agenda Item 32a, Travel Authorizations as the information regarding the Meeting of the Independent Special Districts of Orange County was received after the preparation of the Agenda.

It was moved by Trustee West, seconded by Trustee Shkoler to adopt the Agenda as modified.

AYES: Dinsmore, Stark, West
NOES: None
ABSTAIN: None
ABSENT: Stark, Evans

MINUTES It was moved by Trustee Shkoler, seconded by Trustee West to approve the Minutes of the Regular Meeting of June 21, 1993 as presented.

AYES: Dinsmore, Stark, West
NOES: None
ABSTAIN: None
ABSENT: Stark, Evans

**ORAL
COMMUNICATIONS**

Placentia Resident Frank Callaghan addressed the Board regarding his concerns about the effect of budget cuts on Library services. He presented an option for fund raising that may be possible through an agreement with The Placentia Auto Spa.

**BOARD
PRESIDENT'S
REPORT**

President Dinsmore waived the President's report in the interest of time.

**LITERACY
VOLUNTEERS OF
AMERICA REPORT**

President Dinsmore reported that the picnic sponsored by LVA Placentia at Tri-City Park on July 18, 1993 was successful. Attendance by the community was good and Mayor Maria Moreno also was present at the picnic.

**FOUNDATION
REPORT**

Library Director Minter reported that she had discussed the Foundation with Dixie Shaw. Ms. Shaw will not be able to be a member of the Foundation at this time due to other commitments. The Library Director recommended soliciting the support of an attorney to help with the establishment of the Foundation. Attorney David Hiskey was discussed as a possibility.

**FINANCIAL
CLAIMS**

It was moved by Trustee Shkoler, seconded by Trustee West to approve Agenda Items 8 through 10: Nonstandard Claims in the amount of \$62,437.00; Claims forwarded by the Library Director in the amount of \$5,819.61; and Current Claims and Payroll in the amount of \$83,151.63 as presented.

AYES: Dinsmore, Shkoler, West
NOES: None
ABSTAIN: None
ABSENT: Stark, Evans

**GENERAL
CONSENT
CALENDAR**

It was moved by Trustee West, seconded by Trustee Shkoler to receive and file Agenda Items 15 through 23: Report from Trustees Shkoler and West on their meeting with Dennis Moss of Blanning and Baker of July 7, 1993; Statement from Trustee Stark regarding her concerns about the retirement incentive program approved by the Board at its June 21, 1993 Regular Meeting; Circulation Report for June, 1993; Volunteer Report for June, 1993; Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority; Building Maintenance Report for June, 1993; Personnel Report for June, 1993; Travel Authorizations; and Electronic Notification System for Reserves and Overdues Report.

AYES: Dinsmore, Shkoler, West
NOES: None
ABSTAIN: None
ABSENT: Stark, Evans

**INTERIOR
MAINTENANCE
SERVICES
CONTRACT FOR
1993-94**

It was moved by Trustee West, seconded by Trustee Shkoler to award the contract in the amount of \$950.00 a month for 5 days a week service to Hector Vargas Cleaning Service, 318 Capistrano Street, Placentia, providing they submit proof of bond and certificate of insurance, and to authorize signature of the Contract by the Library Director.

AYES: Dinsmore, Shkoler, West
NOES: None
ABSTAIN: None
ABSENT: Stark, Evans

**COMPUTER
EQUIPMENT
MAINTENANCE
CONTRACT FOR
1993-94**

It was moved by Trustee Shkoler, seconded by Trustee West to award the contract in the amount of \$3,065.65 to Automated Office Products, 573 Mercury Lane, Suite A, Brea and to authorize signature of the contract by the Library Director.

AYES: Dinsmore, Shkoler, West
NOES: None
ABSTAIN: None
ABSENT: Stark, Evans

The Board recessed for a break at 8:22 P.M.
and reconvened at 8:35 P.M.

**FY1993-1994
BUDGET**

It was moved by Trustee West, seconded by
Trustee Shkoler to read Resolution 93-4 by
title only.

AYES: Dinsmore, Shkoler, West
NOES: None
ABSTAIN: None
ABSENT: Stark, Evans

It was moved by Trustee West, seconded by
Trustee Shkoler to adopt Resolution 93-4:
A Resolution of the Board of Trustees of the
Placentia Library District of Orange County
to establish the appropriations limitation
for the Fiscal Year 1993-1994. The motion
was approved by roll call vote:

AYES: Dinsmore, Shkoler, West
NOES: None
ABSTAIN: None
ABSENT: Stark, Evans

It was moved by Trustee Shkoler, seconded by
Trustee West to ratify actions taken at the
Special Meeting of June 10, 1993, reducing
staff positions; and to adopt the Placentia
Library District Organization Chart for
Fiscal Year 1993-1994.

AYES: Dinsmore, Shkoler, West
NOES: None
ABSTAIN: None
ABSENT: Stark, Evans

It was moved by Trustee West, seconded by Trustee Shkoler to read Resolution 93-5 by title only.

AYES: Dinsmore, Shkoler, West
NOES: None
ABSTAIN: None
ABSENT: Stark, Evans

It was moved by Trustee West, seconded by Trustee Shkoler to adopt Resolution 93-5: A Resolution of the Board of Trustees of the Placentia Library District of Orange County Adopting the Amendments to the Memorandum of Understanding between the Placentia Library District of Orange County and the Placentia Library District Employees Association, a Chapter of the Orange County Employees Association. The motion was approved by roll call vote:

AYES: Dinsmore, Shkoler, West
NOES: None
ABSTAIN: None
ABSENT: Stark, Evans

**PURCHASE OF
VENDING SYSTEM
FOR PRINTERS
ATTACHED TO
DATABASES ON
REFERENCE
COMPUTERS**

It was moved by Trustee West, seconded by Trustee Shkoler to approve purchase of vending equipment for one high speed laser printer serving three computers, a vending card dispenser and base, 500 vending cards, and a high speed laser printer with switch control box and cables at a cost not to exceed \$8,350 to be paid from Fund 5021 with the proceeds from the vending system to be used to replace the funds in Fund 5021 until it is repaid in full.

AYES: Dinsmore, Shkoler, West
NOES: None
ABSTAIN: None
ABSENT: Stark, Evans

**PLACENTIA
LIBRARY
DISTRICT'S
75TH
ANNIVERSARY
CELEBRATION**

The Board directed that the donation candles be priced at \$75.00, \$250.00, and \$500.00 without specifying the quantity of candles to be sold at each level.

It was moved by Trustee Shkoler, seconded by Trustee West to adopt the program committee proposal for the 75th Anniversary Celebration as modified.

AYES: Dinsmore, Shkoler, West
NOES: None
ABSTAIN: None
ABSENT: Stark, Evans

**RETIREMENT
EVENT FOR SAL
ADDOTTA**

It was moved by Trustee Shkoler, seconded by Trustee West that the retirement party for Assistant Library Director Sal Addotta would be held on August 12, 1993 at 6:30 P.M. at Il Ghiotto Restaurant, Fullerton.

AYES: Dinsmore, Shkoler, West
NOES: None
ABSTAIN: None
ABSENT: Stark, Evans

It was moved by Trustee Shkoler, seconded by Trustee West that a budget of \$75.00 be set for the purchase of a gift for Sal Addotta from the Library Board of Trustees.

AYES: Dinsmore, Shkoler, West
NOES: None
ABSTAIN: None
ABSENT: Stark, Evans

**DENTAL RENEWAL
FOR 1993-1994**

It was moved by Trustee Shkoler, seconded by President Dinsmore to select Principal, Option 1 as the dental insurance plan for FY1993-1994.

AYES: Dinsmore, Shkoler, West
NOES: None
ABSTAIN: None
ABSENT: Stark, Evans

**DATE FOR
AUGUST BOARD
MEETING**

It was moved by President Dinsmore, seconded by Trustee West to select Tuesday, August 17, 1993 as the date for the August Regular Meeting of the Board of Trustees.

AYES: Dinsmore, Shkoler, West
NOES: None
ABSTAIN: None
ABSENT: Stark, Evans

**APPOINTMENT OF
DISTRICT'S
REPRESENTATIVE
TO THE SPECIAL
DISTRICTS
WORKER'S
COMPENSATION
AUTHORITY
BOARD OF
DIRECTORS**

It was moved by Trustee West, seconded by Trustee Shkoler to appoint Sal Addotta as the District's representative to the Special Districts Workers Compensation Authority Board of Directors as an unpaid consultant of the District effective July 23, 1993, on condition that he file with the District Office a written report of each meeting attended and a copy of the minutes and all other documents distributed for each meeting.

AYES: Dinsmore, Shkoler, West
NOES: None
ABSTAIN: None
ABSENT: Stark, Evans

**TRAVEL
AUTHORIZATIONS**

It was moved by Trustee West, seconded by Trustee Shkoler to approve travel authorizations for Library Director Minter and Trustee Shkoler to attend the Independent Special Districts Meeting and Dinner on July 29, 1993 at a cost of \$25.00 per person.

AYES: Dinsmore, Shkoler, West
NOES: None
ABSTAIN: None
ABSENT: Stark, Evans

STAFF REPORTS

It was moved by Trustee West, seconded by Trustee Shkoler to receive and file Agenda Items 33 through 38: Program Report for June 1993; Placentia Library Literacy Services Report; Children's Services Report; Publicity Materials produced for the month of June, 1993; Americans With Disabilities Act Compliance Report; Family Literacy Project Report.

AYES: Dinsmore, Shkoler, West
NOES: None
ABSTAIN: None
ABSENT: Stark, Evans

ADJOURNMENT

The Regular Meeting of the Placentia Library District Board of Trustees was adjourned at 9:34 P.M.

Margaret V. Dinsmore

Margaret V. Dinsmore, President